Permit Application Submittal & Re-submittal Instructions

New Permit Application Submittals/Intakes:

- **Online applications submitted through the** Online Permitting Portal (*pw.everettwa.gov)*:
  Only available for the following permit types at this time: **plumbing, mechanical, electrical, sewer utility, residential re-roof, demolition, traffic street use, and franchise utility permits.**
  Instructions:
    1. Log in to your account or create an account if you don't have one already.
    2. Click on Construction Permits, then click Apply/New Permit
    3. Select the Permit Type from the drop-down menu and click on the hyperlinked Instructions that appear next to it (when available) for instructions on how to fill out the application correctly.
    o **Note:** Any application requiring plan review may require drop off of two (2) sets of hard copy plans with a transmittal sheet to our Permit Services lobby drop box for review. You will be notified via email after you have submitted your application if this situation applies to your project.
    o For best results using the Online Permitting Portal, use Microsoft Edge as your web browser.

- **Hard copy (paper) applications submitted to Permit Services:**
  Required for the following permit types at this time: Building, Public Works, Sign, Fire Alarm, Fire Suppression, Water/Sewer Utility, & Residential Solar Panel Applications.
    1. Download, fill out, and print your application from the Application webpage (2nd tab for PDFs).
    2. Submittal options are as follows:
        - **Option 1:** Drop off your hard copy permit package (application, plans, calculation packages, reports, etc.) in our upstairs lobby **Drop Box for Permit Intake** at the top of the stairs in the mezzanine.
        - **Option 2:** Mail in your permit package items to:
              City of Everett Permit Services
              3200 Cedar St, 2nd Floor
              Everett, WA 98201
    o **Note:** Once we have processed your application, you will receive an email with instructions to go online to the Online Permitting Portal, log in to your account, and link to your permit number.
        - You can then pay your plan check fee for permit intake online and/or upload electronic plans.
        - After intake screening has been approved (including receipt of a complete permit application package meeting minimum intake requirements and payment of all intake fees, as applicable), your application will be routed for review to the applicable reviewers. You can track the permit status online by each reviewer.
        - For more information about the overall permitting process, what to expect, current review timelines, and next steps for approval and issuance, please visit our Permitting Process webpage and read through the tabs step by step.

Re-Submittals:

- Fill out a Permit Services Transmittal Sheet (also available in the upstairs mezzanine) and attach it to your resubmittal. This form must be filled out completely and contain both permit number and project address associated with the permit.
- Follow options 1 or 2 under "Hard copy (paper) applications" above for resubmittal instructions. Ensure that all documents asked for in your correction letter are being resubmitted and all items in the correction letter have adequately been responded to.